

NOTICE OF REQUEST FOR PROFESSIONAL QUALIFICATIONS

Letcher County Conservation District EPA Abandoned Mined Scarred Lands Brownfields Assessment Grant

Issue Date: April 1, 2009

SCOPE OF WORK

Letcher County Conservation District (hereafter District) is soliciting qualifications (RFQs) from firms that may lead to a contract to perform environmental consulting services in connection with the District's **Brownfield Environmental Assessment Grants** that is funded through a Cooperative Agreement with the US Dept. of Environmental Protection Agency.

Proposal submittals are to be in our hands no later than 4:00 PM (Eastern Standard Time) on the date listed below. Interested firms should contact Brenda Joseph in the District Office at (606) 633-4448, if you have questions. Procurement of consultant and engineering services shall be according to applicable Kentucky Revised Statutes. The Submittal Guidelines indicates what is required from each interested firm.

Issuing Department:

Letcher County Conservation District

30 B Childers

Whitesburg, KY 41858

Phone: 606-633-4448

Fax# 633-5455

letcherconservation@tvscable.com

The District is soliciting Statements of Qualifications (SOQs) from environmental consulting/engineering firms with experience in brownfields assessment and redevelopment. The District received two U.S. EPA Brownfields grants in 2008, including the following:

1. \$200,000 U.S. EPA Brownfields Assessment Grant for Petroleum Substances;
2. \$200,000 U.S. EPA Brownfields Assessment Grant for Hazardous Substances.

The District will contract with a firm to implement the scope of work outlined in the District's approved U.S. EPA workplan and Cooperative Agreements (CAs) with the United States Environmental Protection Agency (U.S. EPA). Firms interested in being considered should reply with a statement of qualifications no later than 3:00 pm, May 25, 2009. Statements received after this deadline will not be considered. After careful review and consideration, responding firms will be evaluated and ranked in order of their qualifications. Following this internal evaluation, the District will enter into contract negotiations with the firm(s) most highly qualified to perform the services described herein. The District reserves the right to reject any and all submittals after consideration.

Required Minimum Qualifications

The District will only consider those Individuals or Firms with a qualified Environmental Professional on staff, as defined by the U.S. EPA "All Appropriate Inquiries (AAI) Rule (40 CFR. § 312.20)", and who have documented prior work experience providing environmental consulting services as part of U.S. EPA Brownfield Assessment, Revolving Loan Fund, and/or Cleanup Grants.

To be evaluated for consideration under this RFQ the required Minimum Qualifications are mandatory.

Project Overview

The District has been awarded through U.S. EPA Cooperative Agreements the following grant funding: \$200,000 to conduct Hazardous Substances Environmental Assessments, and \$200,000 to conduct Petroleum Environmental Assessments. As part of the **Assessment Grants**, the District will utilize U.S. EPA funding to inventory, characterize, assess and conduct planning related to brownfield sites county-wide caused by mining activities or related services prior to 1980. Specifically, the following tasks are to be completed:

- Inventory and prioritize sites
- Complete Site Eligibility Analysis of selected properties to be assessed
- Prepare Quality Assurance Project Plans (QAPP) for U.S. EPA approval
- Complete Phase I Environmental Site Assessments (ESAs)
- Complete Phase II ESAs
- Prepare remedial planning & design documents (Remedial Action Plans and Risk Assessments)
- Assist with community outreach activities and participate in the District's Brownfields Advisory Committee
- Complete U.S. EPA ACRES reporting, quarterly reporting and annual financial reporting for District approval and submittal to the EPA

Selection of a Consultant

The District plans on hiring, at their discretion, one environmental consultant/firm to perform the work for the petroleum and hazardous substance assessment grants. The highest ranked firm will be asked to enter into an agreement with the District to provide environmental consulting services. All work will be completed under the direction of an AAI Environmental Professional with the highest ranking firm and will conform to the standards set forth under the AAI Rule and U.S. EPA requirements. All sites selected by the District for petroleum assessment under the grant program will be submitted to the Kentucky Department of Environmental Protection for review and eligibility approval before proceeding with the assessment work. All sites selected by the District for hazardous assessment under the grant program will be evaluated using U.S. EPA's site eligibility criteria. Hazardous eligibility analyses will be completed by the consultant.

The selected environmental consultant will be knowledgeable and proficient in conducting Hazardous Substances and Petroleum Assessments as well as completing the specified brownfield remediation activities. The selected firm will be subject to federal contract requirements, including, but not limited to, Minority Business Enterprise/Women's Business Enterprise (MBE/WBE) program, project certification process and minimum Federal (Davis-Bacon) wage rates, where applicable.

Scope of Services

Services will include, but are not limited to:

Please refer to the U.S. EPA-approved work plan and cooperative agreements:

*Cooperative Agreement and Workplan for Assessment Grant

Maximum Project Cost

The budget for the scope of all services included in this RFQ is limited to the funds provided through the U.S. EPA grants. This includes \$200,000 for assessment of hazardous substances, \$200,000 for assessment of petroleum substances. No additional funds are available for the project and the Districts's total obligation to the environmental consultant shall in no event exceed the total amount of these funds.

Tentative Timeline

Activity To Be Completed By

Statement Of Qualifications (SOQ)

Submissions Due 3:00 pm, May 25, 2009

Notify Consultants by June 15, 2009

Contract with Consultant no later than July 1, 2009

SOQ Submission Procedures

Per the instructions, applicants must submit one original and five (5) copies of their SOQ by 3:00 pm may 25, 2009 to the following address:

Letcher County Conservation District
30 B Childers Rd.
Whitesburg, KY 41858

All SOQs must be submitted directly to Brenda Joseph, Office Manager. Any SOQ not submitted directly to the District Office prior to the deadline will not be considered. Later submissions will be notified of there ineligibility.

Concerns/Questions

Questions concerning any aspect of this RFQ may contact the District at 606-633-4448 or by email at letcherconservation@tvscable.com. Potential contractors should send in their e-mail address as soon as they know they will be bidding on the project so that a distribution list can be generated.

SOQ Outline: Instructions for Statement of Qualifications

The Statement of Qualifications (SOQ) information shall be provided as specified below. Applicants who do not follow the guidelines listed below or do not provide comprehensive responses for all requested information will not be considered.

Statement of Qualifications Contents and Evaluation Criteria

Beyond the required minimum qualifications, the Primary Criteria for evaluating the Statement of Qualifications are:

I. Firm Identification and Background Information

1. Firm's name, email address, business postal address, contact name, telephone and fax numbers.
2. Federal I.D. number
3. Kentucky Tax I.D. number
4. The firm's legal formation (e.g. corporation, sole proprietor, etc.) and state of incorporation, if applicable.
5. Company brochure and promotional materials, if available. Please include these materials at the end of your submission. (No more than 6 pages)

II. Qualifications and Experience of the Firm

1. Provide a concise history of the firm, its main partners/officers and largest shareholder.

2. Provide a summary of previous U.S. EPA brownfields grant experience of the firm, including cleanup and assessment grants.
3. Provide a detailed description of Phase I and Phase II environmental assessments completed by the firm in the previous three years. Include project dates, project titles, community located, employees involved and original estimated and final costs. (No more than 6 pages)
4. Provide a detailed description of brownfields cleanup experience of the firm. Include project dates, project titles, community located, employees involved and original and estimated final costs. (No more than 12 pages)
5. Include a description of the firm's resources, including staff, equipment and capital available for project use and deployment. Detail efforts made on previous projects to control costs.
6. Demonstrate experience in preparing Quality Assurance Project Plans (QAPPs) as required under federally funded environmental assessment activities.
7. If selected for the project, provide information on what services the firm will provide to the District at no cost to the District in support of the project.

III. Personnel

1. Identify the AAI Environmental Professional and Project Manager (if different) who will be assigned to the contract, and provide qualifications or resume.
2. Provide a description of the firm's personnel with the qualifications necessary to complete the work in the contract program. The firm may not subcontract or partner with other firms for personnel with qualifications and experience. Include personnel name, title, years of experience, education, billable rate and the number and title of projects assigned to the individual in the last three years.
3. Supply resumes of personnel including the Environmental Professional, who will be key to the success of the project.

IV. References

Include two (2) clients for whom the firm has provided U.S. EPA Phase I and Phase II environmental assessments or brownfield cleanup in the past three years. Provide the name, telephone number, and e-mail address of a contact for each client and a brief description of the services provided.

V. Required Attachments

1. Environmental Professional's name and qualifications per AAI Rule
2. Standard billable rates for project personnel
3. Firm's Current certificate of professional liability, malpractice, and errors and omissions insurance
4. Firm's Current certificate of general liability insurance
5. Firm's Non-Collusion Affidavit
6. Firm's Certificate of Personal Property Tax Affidavit (if applicable)
7. Firm's Work force composition form (EEO-PT01)
8. Firm's Workers Compensation Certificate